

Confidential Application Form

PLEASE WRITE IN BLOCK CAPITALS

1. Surname

First Name Marital Status

Title Miss / Mrs / Ms / Mr Which station(s) does your nearest line come into?.....

Address Which is your nearest tube/station line?

.....

Postcode..... Consultants Name

Mobile Number Do you smoke at work Yes / No

Home Telephone..... Date of Birth.....

Office Telephone..... Nationality

Personal E-mail Address Work Permit No. (if applicable)

Work E-mail Address

Current Driving Licence Yes / No Do you have the right to work in the UK? Yes / No

2. Salary

Present Basic Salary..... Registered Company.....

Present Package Value Basic Salary Required

Benefits Received Package/Benefits Required

3. Notice Period (if any)..... Availability for Interviews

What position are you looking for?

Are you interested in part-time work? Yes / No Are you interested in a career in legal? Yes / No

Are you interested in temporary work? Yes / No Are you interested in short/long term contracts? Yes / No

If Yes, available from.....

Do you have any holidays booked? Yes / No If Yes, dates

How did you hear about Elizabeth Hunt?

If applicable, which specific advertisement / newspaper / website

Present State of Health?.....

Details of any Serious Illness.....

Do you have any unspent convictions? Yes / No

If 'Yes' please give details

4. Bank Details

Name of Account N.I. Number / / / / / / / / / /

Bank / Building Society Limited Company Yes / No

Branch Company Name

Sort Code - - Registered Number

Account Number / / / / / / / / / / Roll Number / / / / / / / / / / / (Building Society)

Signed Date

5. Opportunities

Priorities for you in next role?.....

Which companies would you like to work for?

Which companies would you NOT like to work for?.....

Companies/Agencies already contacted?

Ongoing interviews?

FOR CONSULTANTS USE ONLY:

6. Skills Tested (Date) By Whom
Shorthand..... Typing.....
Audio Yes / No Basic Bookkeeping / Accounts Yes / No Spelling/20

7. Education Level Masters Degree S'Levels A'Levels GCSEs / O'Levels CSEs
Professional Qualifications
Copies of Certificates obtained Yes / No

8. Locations
London / CY / WE / OL / WL / DO / AB /
Leeds / Other
Interview Availability
Option of Temporary / Permanent / Both

9. Foreign Languages and Grades

4. Mother-Tongue	German	7	6	5	4
5. Business-To-Business Fluent	French	7	6	5	4
6. Fluent Spoken / Written Basic	Spanish	7	6	5	4
7. Basic Spoken	Other	7	6	5	4

10. CBI Prompts
Team Working / Relating to Others.....
Planning and Organising
Confidence / Influencing
Decision Making / Problem Solving.....
Organisational Awareness
Resilience and Tenacity.....

Declaration

I declare that the information I have supplied is true to the best of my knowledge, and that my C.V. is accurate and up to date. Should I become a Temporary Worker I confirm I have read and accepted the "Contract for Services for Temporary Workers – Terms of Engagement" and acknowledge that signed timesheets are my responsibility and failure to return timesheets by 10am Monday following previous week worked will result in payment being delayed.

I authorise Elizabeth Hunt to approach the companies I nominated and other companies on my behalf, I understand that in their efforts to find a suitable role for me, Elizabeth Hunt will need to share some or all of the information I have provided, with potential clients. Elizabeth Hunt may use some or all of the information I have provided for monitoring, salary surveys and other marketing purposes. If you do not wish Elizabeth Hunt to use your data for these purposes you may request this in writing to your Elizabeth Hunt representative.

I hereby give my express permission for Elizabeth Hunt to make applications using my CV for any relevant position or positions similar to those I am looking for.

Referees Authorisation:– I authorise Elizabeth Hunt to approach any of the named individuals to gain references and for the information to be divulged to any potential clients.

Signed Date

Print Name

Consultants Name.....Signed Date